

DEPARTMENT OF HEALTH PROFESSIONS - DIRECTIVES

DIRECTIVE NO.: 7.3

EFFECTIVE: 7-1-04

SUPERSEDES 7-1-96

APPROVAL: _____

7.3 Custodians of Records

Purpose: To ensure agency compliance with § 2.2-3700 et seq. and § 42.1-76 of the *Code of Virginia* which set forth requirements for the Virginia Freedom of Information Act and the Virginia Public Records Act.

Policy: To delegate authority and designate responsible staff for the purpose of compliance with law and appropriate records management.

Procedure: Agency Records Manager - The agency Finance Director is designated as the Records Officer of the Department of Health Professions in accordance with § 42.1-76 of the *Code of Virginia*. As such, he is responsible for implementing a records management program.

Custodians of Records - The following individuals are designated as custodians of records for the purpose of records management as established by the agency's records manager and responding to requests under § 2.2-3704 of the Virginia Freedom of Information Act.

<u>Custodian</u>	<u>Records</u>
Executive Director for the Boards of Health Professions, Veterinary Medicine, and Optometry (Position #00003)	All records associated with the Boards of Health Professions, Optometry, and Veterinary Medicine
Executive Director for the Behavioral Science Boards (Position #00068)	All records associated with the Boards of Psychology, Social Work, and Professional Counselors
Executive Director for the Boards of Funeral Directors and Embalmers, Physical Therapy, and Audiology and Speech-Language Pathology (Position #00007)	All records associated with the Board of Funeral Directors & Embalmers, Physical Therapy, and Audiology and Speech Language Pathology

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Executive Director for the
Board of Dentistry and
Nursing Home Administrators
(Position #00006)

All records associated with the
Board of Dentistry and Nursing Home
Administrators

Finance Director
(#00061)

All fiscal records not part of an application
or licensee record

Human Resource Director
(#00027)

All personnel records, time sheets, & leave
records

Director of Enforcement
(Position #00106)

All administrative records associated with
management of investigations and reports of
investigations prior to being filed with the
appropriate board. All reports of unlicensed
activity shall remain with this custodian. All
administrative records associated with
management of the inspections division and
reports of inspections, audits and
investigations prior to being filed with a
Board

Senior Policy Analyst
(Position #00157)

All records of the Agency Regulatory
Coordinator and all studies

Executive Director for the
Board of Pharmacy
(Position #00005)

All records associated with the Board of
Pharmacy

Executive Director for the
Board of Nursing
(Position #00009)

All records associated with the Board of
Nursing

Executive Director for the
Board of Medicine
(Position #00076)

All records associated with the Board of
Medicine

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Director of Information Technology
(Position #00140)

All records not associated with a regulatory board, with information technology and not otherwise specified in this directive

Director
(Position #00001)

All records associated with the Director's Office and not otherwise specified in this Directive

Director of Administrative
Proceedings
(Position #00031)

All records associated with the Administrative Proceedings Division, and not otherwise specified in this Directive

Successors to any of the positions specified in this Directive shall assume responsibility for records relative to such succession.